2014-2015 CAPITAL IMPROVEMENT BUDGET PROPOSAL INSTRUCTIONS

PROPOSAL DEADLINE: Friday, January 18th, 2013 at 4:00 PM

- 1. Project proposal forms are due to John McCarthy and Betsy Hammer in the Office of Financial Services (OFS) by Friday, January 18th, 2013 at 4:00 p.m.
- 2. Project proposal forms can be submitted to OFS in one of three ways:
 - a. **Online:** Submit project proposals using a web based form: http://www.surveymonkey.com/s/CIB Project Proposal Form.
 - ** This is our preferred method of receiving proposal forms. **
 - b. Email: Send completed proposal forms as attachments (pdf format) to: john.mccarthy@ci.stpaul.mn.us
 betsy.hammer@ci.stpaul.mn.us
 A digital pdf form to download and complete is available at www.stpaul.gov/cib, or can be e-mailed to applicants upon request.
 - Mail: Mail completed proposal forms to:
 Office of Financial Services Capital Improvement Budget
 700 City Hall
 15 W. Kellogg Blvd
 St. Paul, MN 55102-1631
- 3. Downloadable proposal forms, instructions and other information are available at www.stpaul.gov/cib
- 4. Responses to each question must remain within the character limits noted on the proposal form.
- 5. Only submit completed proposal forms. Do not include a cover letter, letters of endorsement, maps, or pictures. You will present your proposal to a CIB task force in March or April, and you may distribute additional materials then. All proposers will be sent presentation instructions and schedules in mid-February.
- 6. For district councils, community organizations and neighborhood groups: after you have submitted your proposal, staff in the department of Planning and Economic Development, Parks and Recreation, or Public Works may contact you to get more information to help estimate project costs or to discuss your proposal.

If you have questions about the proposal forms or the CIB process, please contact

John McCarthy 651-266-8554, or john.mccarthy@ci.stpaul.mn.us Betsy Hammer 651-266-8802, or betsy.hammer@ci.spual.mn.us